

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 5
29 January - 4 February 1958

DATE: 4 February 1958

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

A. Intelligence Techniques Course No. 10 started on Monday, 3 February, with 10 JOT's.

B. Effective Writing Course No. 17 began on Tuesday, 4 February. Of the 22 students enrolled, only 15 reported for class. The Registrar's Office is checking to find the reason for seven students failing to report the first day.

C. The five students enrolled in Instructional Techniques No. 30 finished the course on Friday, 3 January.

D. Twenty-three students finished Writing Workshop No. 17 on Thursday, 30 January. This class was split into two sections, [redacted]

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III. PERSONNEL NOTES

A. During the past week [redacted] completed an outside graduate training course at George Washington University, entitled "Seminar: Test Construction." She received a rating of "Excellent." In addition to this training, [redacted] completed Writing Workshop No. 17 on Thursday, 30 January.

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B. [redacted] has been on sick leave since 20 January.

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